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To: School District Business Manager
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From: Margaret Ropp, Director
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Date: May 5, 2005

Subject: Amendments to Registry of Educational Personnel (REP) and Financial Information
Database (FID) Data Submissions for 2003-2004

Data submitted by school districts via the FID and the REP are used to produce various reports for the U.S. Department of Education and the state of Michigan regarding school personnel. Accurate submission of data is vital to the accuracy of statistical data reported by the Michigan Department of Education.

An analysis of the 2003-2004 FID and fall 2003 REP data submitted to CEPI by your district indicates an average teacher salary that is outside expected salary parameters or changed by more than 10 percent from your 2002-2003 submission. Your district should examine the table below, which indicates the teacher salary data (FID) and K-12 teacher full-time equivalency (FTE) submission (REP) for 2003-2004, with the 2002-2003 data included for comparison. *This information will be published in the 2003-2004 Bulletin 1014 unless your district supplies corrected FID teacher salary information or district-wide teacher FTE data normally available from the REP database.*

District Code	03-04 Instructional salary costs - FID (fall 2004)	03-04 FTEs - REP (December 2003)	Avg. 03-04 teacher salary	02-03 Instructional salary costs - Form B (fall 2003)	02-03 FTEs - REP (December 2002)	Avg. 02-03 teacher salary
00000	\$1,000,000.00	20	\$50,000.00	\$989,999.00	19	\$52,105.21

Note: Average 03-04 teacher salary = total K-12 instructional professional salaries reported for function code 111 (elementary), 112 (middle school) and 113 (high school) from the 2003-2004 FID, divided by the K-12 instructional teacher FTEs for kindergarten, elementary, middle and high school teachers (K-12) calculated in Field 10 of the 2003-2004 REP submission.

Your district will have the opportunity to amend its 2003-2004 FID data for function codes 111, 112, and 113, as well as fall 2003 FTE data for K-12 teachers, from May 13 to 27.

If salary data changes are necessary to the 2003-2004 FID submission, contact Glenda Rader at the Michigan Department of Education at 517-335-0524.

The REP K-12 teacher FTE data may be amended through a special feature that has been added to the REP Application. This feature will be visible and accessible only to REP authorized users in districts with data discrepancies in their K-12 teacher FTE data submissions from 2003-2004. The "Teacher FTE Count 2003-2004" box will appear on the REP Main Menu. The district authorized user will access the application by clicking on the box. The user will then enter an amended FTE count for the K-12 teachers for the 2003-2004 school year and click on the "Save" button to submit the data.

Questions related to FID may be directed to Glenda Rader at 517-335-0524. Questions related to the REP Teacher FTE Count 2003-2004 may be directed to the DIT Client Service Center at 517-335-0505 or via e-mail at Help-Desk@michigan.gov.